



DEPARTMENT OF THE NAVY

NAVAL AIR SYSTEMS COMMAND
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS
WASHINGTON, DC 20361-0001

IN REPLY REFER TO
NAVAIRINST 5604.1E
AIR-7123A
13 Aug 91

NAVAIR INSTRUCTION 5604.1E

From: Commander, Naval Air Systems Command

Subj: AVAILABILITY OF EXISTING FORMS, PUBLICATIONS, DIRECTIVES,
AND TECHNICAL DOCUMENTS FOR USE WITHIN THE NAVAL AIR
SYSTEMS COMMAND HEADQUARTERS

1. Purpose. To provide information on obtaining existing forms, publications, directives, and technical documents for use within the Naval Air Systems Command Headquarters (NAVAIRHQ).

2. Cancellation. This instruction supersedes NAVAIR Instruction 5604.1D of 11 February 1987. (R)

3. Forms

a. Existing Naval Air Systems Command (NAVAIR) forms and certain other departmental forms used by two or more divisions or offices may be obtained from the NAVAIRHQ Forms and Directives Stock Room/Master File (AIR-71233B). Certain Standard and Optional forms may be purchased from the Customer Supply Center Catalog available within the groups/offices.

b. Standard and Optional forms not available in the Customer Supply Center Catalog may be requisitioned from the Operations Division, Administrative Management and Communications Branch, Publications and Printing (AIR-7123A). If a form is to be used in large quantities and on a continuing basis, AIR-7123A will initiate action to have it placed in the Customer Supply Center Catalog. (R)

c. Replenishment of existing forms used by only one office or division may be requested from AIR-7123A.

4. Publications

a. Official government publications and aeronautic publications may be requested from AIR-7123A on NAVAIR form 5600/10, Publication Request.

b. Commercial subscription periodicals and other commercially available publications may be requested from the Technical Information and Reference Center (AIR-5004) by memorandum. The



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memorandum with justification must be signed by the division director or equivalent and will include the name, organizational code, room, building, and telephone number of the requesting individual.

c. Official government publications to be procured by "rider requisition" should be requested from AIR-7123A by memorandum. The memorandum should list requirements, distribution instructions, and the name, organizational code, room, building, and telephone number of the requesting individual.

A) 5. Directives (instructions and notices)

a. AIR-71233B maintains:

(1) A master set of each departmental (except Marine Corps) confidential and unclassified directives in paper copy addressed to NAVAIRHQ that may be viewed on the premises.

(2) Microfiche copy of each existing unclassified departmental instruction. A microfiche reader/printer is available on the premises where copies of instructions that are 50 pages or less may be made on an individual basis.

(3) Extra copies of NAVAIR confidential and unclassified directives and a few widely used departmental directives for issue upon request.

b. Copies of existing departmental instructions that are 50 pages or more and not on file in AIR-71233B may be obtained by submitting the request on NAVAIR form 5600/10, Publication Request, to AIR-7123A. AIR-7123A will submit the request in Military Standard Requisition and Issue Procedure format to the Naval Publications and Forms Directorate, Navy Aviation Supply Office. Departmental notices (classified and unclassified) may be obtained from the originating activity.


6. Technical Documents

a. Military standards (book form and sheet form) and specifications may be obtained from the Systems Engineering Management Division, Specifications/Records (AIR-51122).

b. Aeronautical drawings may be ordered by the user from Naval Air Technical Service Facility per NAVAIR Instruction 5600.15C.

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7. Forms. NAVAIR 5600/10, Publication Request, are available in the NAVAIRHQ Forms Stock Room.


R. V. JOHNSON
Deputy Commander

Distribution: FKAlA (established quantity)
SNDL: FKAlA (Deputy Commanders, Assistant Commanders, Comptroller, Command Special Assistants, Designated Program Mangers, Directorate Directors, and Office and Division Directors)

Copy to: (2 copies each unless otherwise shown)
SNDL: AlJlA; AlJlB; AlJlJ; C21 (1 copy); FKAlA (AIR-07D A/L (1 copy), AIR-7123 (5 copies), AIR-71232 (10 copies), AIR-71233B (40 copies), AIR-5004, AIR-51122E); Naval Air Warfare Center

Stocked: NAVAIRHQ (AIR-71233B)